

Class Code 3310/None exempt
Position Title Coordinator
Working Area Fleet
Effective Date April 16, 2002



JOB DESCRIPTION

Scope

Administrative work assisting with coordination and monitoring all aspects of Seminole County's Fleet Services Contracts and preparing purchase specifications for all rolling stock (light and heavy equipment vehicles and fire apparatus).

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assist with liaison work between contracted fleet service vendors and County Departments. Monitor contractual performance of fleet service vendors. Assist Program Manager with the resolution of observed contractual problems. Coordinate tool and vehicle asset inventory program and recommend strategy for best utilization. Review on a monthly basis all invoices to insure accuracy of charges made by fleet service vendors. Authorize repair estimates that are in excess of amount specified by County contract. Coordinate all County vehicle warranty requirements and repair. Develop cost charge backs for parts and fuel used by County Departments. Project County fuel consumption across fund lines and vehicle classification lines for budgetary purposes. Perform downtime analysis on all County equipment, recommending new strategies for vehicle utilization and replacement. Review fluid sampling reports and recommend appropriate course of action. Review quality assurance program and make recommendations for vehicle disposal. Assist with the coordination of monthly fleet users group meetings. Make recommendations to charge or enhance Fleet Services Contract. Provide budgetary comments regarding rolling stock requests from County Departments. Prepare cost pricing reports and lifecycle cost analysis for budgeted vehicles for the Purchase Division or State bid pricing. Develop, and obtain departmental approval of specifications for approved rolling stock purchases, including but not limited to: light/heavy vehicles, off road equipment, emergency medical services vehicles, fire apparatus, portable and stationary generator sets, which may include fuel storage tanks with pumps. Coordinate emergency operations functions for departmental support of all County emergencies. Review requests from County Departments and write vehicle specifications for bid process preparation. Participate in bid process decisions as needed. Use computer software to prepare statistical and business reports as needed by the County.

Minimum Qualifications

Knowledge and Skills

Knowledge of: contractual process including; governmental fiscal policies, budget procedures and compliance with contractual requirements; computer applications used in tracking data for Fleet Services Contracts; all aspects of vehicle and heavy equipment repair and maintenance; and state and federal DOT rules and regulations.

Ability to: read, interpret and formulate contract specifications; prepare cost projections and monitor expenditures within approved budget; establish and maintain effective working relationships with County Departments, vendors, agency personnel, and fleet management organizations; must communicate well orally and in writing; use a personal computer and associated software programs. Read and maintain technical information related to writing specifications for County vehicles and other equipment and apply sound management principles to everyday operations.

Education

Associates Degree and six (6) years responsible experience in vehicle and heavy equipment purchasing and maintenance, or will substitute ten (10) years (minimum) experience in heavy truck environment with demonstrated appropriate office skills. Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table, or workstation. Position may be required to stand or walk for prolonged periods of time while working with vendors at work sites. This position has regular exposure to radiant and electrical energy found in an office environment.